

Notice No.: 98-004

Date: June 23, 1998

Applies to: All Employers

Subject: Year 2000 Information and Employer Reporting Requirements

Department of Retirement Systems Conducts Year 2000 Project

The Department of Retirement Systems (DRS) is conducting a Year 2000 (Y2K) project to certify our application systems are Y2K compliant. We will test each of our business functions and individually certify them for compliance. Another component of the project is to evaluate all interfaces and verify that each interface will successfully perform through the millennium change. The Y2K project is expected to be completed during the first quarter of 1999.

The impacts of Year 2000 issues were considered in the design of all DRS application systems developed over the past six years. The Receivables Management System is currently under development and will be Y2K compliant when implemented in 1999. DRS recently completed the Y2K certification for the Dependent Care System. No format changes will be required for employers reporting in that system.

DRS Collects Member Information Monthly

Each month, employers send DRS member information via the monthly Member Information Transmittal Report. This information is processed and stored in DRS's member database. It is used to calculate monthly retirement benefits and to disburse member contribution withdrawals. For this reason, it is critical that employers' reporting systems successfully interface with DRS's collection system.

DRS can accept the monthly transmittal data on several reporting media: diskette, tape, electronically and a paper report. There are currently three automated record layouts accepted by DRS. Two of the reporting layouts, the Single Record Layout (SRL) and the Multiple Record Layout (MRL) are Y2K compliant. The third option is the 120-character Fixed Record Layout (FRL) which is not Y2K compliant. If you are reporting in a format that is not Y2K compliant, DRS is requiring you to change your reporting system by July 1999.

DRS Recommends Using MRL

If your organization is in the process of redesigning or creating a new payroll system and the associated retirement reporting system, DRS recommends using MRL for the following reasons:

- MRL is Year 2000 compliant.
- This layout meets Plan 3 reporting requirements. DRS will require the use of MRL for any new retirement system or plan that is created by the Legislature.
- The employees' address information is reported to DRS. This allows more efficient processing and dissemination of member information.
- Employers who use this reporting layout can transmit the members' information to DRS using File Transfer Protocol (FTP) and the Internet. This eliminates the need to mail a tape or diskette to DRS each month.

For employers reporting with SRL, and wanting to change to MRL, please contact Employer Support Services (ESS) at (360) 753-8696 or call our toll free line, (800)-547-6657, and select option 4 from the menu.

Is Your Organization Year 2000 Compliant?

Most employers meet the Y2K requirements concerning the monthly transmittal report. Consequently, no changes to the current process are required. If you are currently using the Fixed Record Layout, you must change your reporting system by July 1999. In July 1998, ESS will mail the reporting specifications to employers who are not Y2K compliant.

DRS is Reviewing Data Sharing Agreements

As part of our Y2K project, DRS is reviewing the accuracy of all Data Sharing Agreements. DRS will contact each employer later this year to verify and/or update the documentation currently in place between our agencies.

Questions?

If you have questions regarding the information in this Notice, please contact ESS at (360) 753-8696 or call our toll free line, (800)-547-6657, and select option 4 from the menu.

John Charles
Director

1998 DRS Notices

For a copy of a Notice, call (360) 586-0052.

Notice No.	Applies to/ Subject Matter
98-001	All Employers Changes to Excess Compensation Definition
98-002	All Employers Toll Free Telephone Service Implemented
98-003	Office of the Administrator for the Courts New Judges <i>Pro Tempore</i>
98-004	All Employers Year 2000 Information and Employer Reporting Requirements